

**CITY OF LINCOLN**  
**CONSTRUCTION MANAGER**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under direction, supervises, evaluates and participates in the work of personnel responsible for the daily inspection of work quality and materials for all projects in the city; ensures safe work practices, work quality and accuracy; maintains appropriate work records which may include construction working files and consultant/contractor billings; serves as a technical resource for assigned staff; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Construction Manager** is the supervisory level class responsible for oversight and management of the inspection of all public facility construction in the City such as streets, storm drains, water, sewer, sidewalks, and other public works construction to assure compliance with applicable standards, plans, specifications and City ordinances. This classification is distinguished from the next higher classification of Director of Public Works in that the latter is responsible for overall management of the department.

**SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Director of Public Works or his/her designee. Exercises direct and indirect supervision over assigned staff.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plans, coordinates, schedules, monitors and participates in the work of staff and consultants responsible for the daily inspection and testing of all public facility construction within the city, including streets, storm drains, sidewalks and other public works construction; assigns work to assigned staff; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance to applicable rules, standards, policies and procedures.
- Conducts pre-construction meetings and other construction related meetings; analyzes and makes recommendations concerning adherence to contract specifications and City standards; prepares revisions the City Public Facilities Improvement Standards; interprets and explains project plans and specification; confers with inspectors and the public concerning contract disputes or problems.
- Participates in the development of policies and procedures; recommends programs, projects and work assignments to higher level Public Works department personnel; responds to and resolves the more difficult questions, inquiries and complaints.
- Develops schedules and methods for performing assigned duties; maintains appropriate work records

## CONSTRUCTION MANAGER

Page 2

and documents which may include plans, specifications, construction working files, change orders and consultant/contractor billings; prepares statistical and/or analytical reports and correspondence on operations as necessary; assists in the development of the annual budget; administers and monitors budget expenditures.

- Participates in the selection and training of Public Works inspection personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline procedures as appropriate.
- Performs on-site inspection during the construction and maintenance of public improvements, including streets, subgrade, aggregate base, curbs, gutters, sidewalks, sewer mains and laterals, storm drains, water mains and appurtenances; prepares plans and specifications; approves plan changes and design revisions; recommends special conditions.
- Reviews and makes determinations on approval of construction encroachment permits; makes recommendations on acceptance of building permits, occupancy permits and notices of completion.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this position may work outdoors in all weather conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, enter confined spaces, use a variety of hand tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Construction Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of seven years of experience in public facility construction, including two years of lead or supervisory experience and a bachelor's degree in public works construction, civil engineering, or a related engineering field.

#### **License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license. Possession of, or ability to obtain, a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Professional Engineers and Land Surveyors.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern principles, practices, methods and materials used in public works construction; construction methods and procedures including equipment, underground construction, shoring, and forming; construction materials such as concrete, asphalt and piping; safety requirements and related regulations; construction material testing procedures; advanced mathematics, drafting and mapping; principles and practices of administering a budget; operate hand and power tools competently and safely; methods and techniques of supervision, training and motivation; applicable federal, state and local laws, codes and regulations including construction codes, manuals, specifications; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Inspect and analyze construction procedures and interpret code violations; detect faults in construction materials, plans, specifications and workmanship; keep records and logs; supervise and direct the operations and activities of public works construction inspection programs; make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as is appropriate; read, prepare, understand and interpret construction plans and specifications; interpret, explain and apply applicable laws, codes and regulations; train, supervise and motivate assigned staff plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; implement safety procedures and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications.  
Safely and effectively operate a variety of maintenance equipment, tools and materials.

**Salary Range:** 24  
**FLSA:** Exempt  
**Employee Group:** Mid Management/Confidential Self-Represented Unit  
**Adopted:**